



City of Casper
POLICE DEPARTMENT

Memorandum

TO: Applicants for Entry Level Police Officer City of Casper Police Department

FROM: Sgt. Ben Mattila, Career Services

SUBJECT: Entry Level Police Recruit Testing

The Casper Police Department will begin the testing process on **May 2, 2016** to establish an eligibility list for entry-level police recruits. The testing schedule and details are as follows:

The Casper Police Department will administer the physical fitness and written test at the Casper Events Center, 1 Events Drive, in the Summit Room on the second floor. Please park in the back entrance parking lot off 3 Trails Road.

Applicants are required to present a driver's license at sign-in. Your valid driver's license is required at each step in the testing process.

Wyoming Law Enforcement Academy Physical Fitness Test
Monday May 2, 2016 sign-in is at 7:30 am testing starts at 8:00 am.

This is a pass/fail test. You must pass the requirements for each portion of the test to proceed to the written test. A failure on any portion of the test eliminates you from moving forward in the process.

The WLEA physical fitness test consists of a one minute sit-up test, a one minute push-up test, and a one and a half mile run (indoors on concrete surface). Applicants must pass each **individual test at the 40th percentile** of the enclosed criteria. The Casper Police Department strongly recommends that you wear clothing that is appropriate for engaging in this type of physical exercise and bring liquids to stay hydrated.

Written Test
Monday May 2, 2016 testing begins, for applicants who successfully completed the physical fitness test, at 10:30 am.

The cost of the exam is \$35 payable in CASH only.

If you have a DD214, please bring a copy to the written test.

The written test is offered in the Casper Events Center's Summit Room. All candidates must pass the written exam with a score of 75% or better in order to pass to oral interview stage of the testing process.

Wyoming Peace Officers and Standards (POST) will provide the written test. If an applicant has taken the P.O.S.T test after **May 2, 2015**, we will accept the scores from POST provided that applicants scored **75%** or better within one year of our testing date. Per POST requirements,

applicants must pass each of the four sections of the written test. The written test measures an applicant's basic reading, writing, math, and problem solving skills. Make sure you have the funds with you at the time of the written test. A photo ID is required when checking in for the written test.

An applicant may schedule a time to take the written test through the Wyoming Peace Officers Standards and Training Commission prior to the testing date.

Oral Interview

Oral interviews are scheduled for **May 3-5, 2016** for the top 35 candidates who pass both the physical fitness test and the written examination. We will make every effort to give scheduling priority to out-of-town applicants for their oral exam. All applicants must pass the interview with a 75% or higher to proceed with the testing process. Upon successful completion of the oral interview, applicants will receive paperwork to start the background investigation.

Ranking

The Casper Police Department hiring policy uses weighted scores. The aggregate of the weighted score from each test determines an applicant's final score. The written test is weighted at 40% and the oral interview is weighted at 60%. This aggregate score determines an applicant's rank on the Civil Service eligibility list for the hiring process.

Requests to view written test results and/or score sheets should be submitted, in writing, to the Civil Service Commission within ten days of the date of the written examination.

As positions become available, The Casper Police Department will start background checks on applicants. Additional trips to Casper will be necessary following the background check in order to complete the testing process. The final portion includes a medical physical examination, a drug screen, a polygraph examination, psychological examination, and an interview with the Chief of Police.

To be eligible for the testing process, an application must be on file. Applications are only accepted through the City of Casper website at www.casperwy.gov. Links for all the information are available under Police Recruiting.

Please contact the Casper Police Department at (307) 235-8472 or the Human Resources Department at 307-235-8344 if you have any questions.

CASPER POLICE DEPARTMENT Entry Level Physical Fitness Requirements MALE							
40 th Percentile Entry Level WLEA Standards							
Test	20-29	30-34	35-39	40-44	45-49	50-54	55-59
1 Minute Sit-up	38	34	31	29	26	24	21
1 Minute Push-up	29	24	21	18	15	13	11
1 ½ mi. Walk/Run	12:51	13:36	14:03	14:29	14:58	15:26	16:05

CASPER POLICE DEPARTMENT Entry Level Physical Fitness Requirements FEMALE							
40 th Percentile Entry Level WLEA Standards							
Test	20-29	30-34	35-39	40-44	45-49	50-54	55-59
1 Minute Sit-up	32	25	22	20	17	14	10
1 Minute Push-up	23	19	16	13	12	11	8
1 ½ mi. Walk/Run	15:26	15:57	16:28	16:58	17:26	17:55	18:20

Be aware that Casper's elevation is at least 5100 feet above sea level. Please consult a physician if you have any medical concerns regarding this testing process.

Casper Police Department
Physical Fitness Performance Protocols

Entry Level candidates will have to complete physical fitness tests to identify readiness for the position of Police Officer. The physical fitness tests are all pass/fail. Candidates must complete each test successfully (based on the Wyoming Law Enforcement Academy physical fitness standards calibrated to the 40th percentile) to continue on to the next test. Candidates will perform the following physical fitness test: One minute sit-ups, one minute push-ups and the 1.5 mile run.

Sit-Up Protocol During this test, you will lie on your back, with your knees bent at approximately a 90-degree angle. Your feet may be together or apart, but heels must stay in contact with the surface. A partner will hold your ankles. The tips of your fingers must stay behind the ears, although you may interlock your fingers if desired. When you hear “go,” lift your upper body (head and torso) by bending at the waist, and moving your elbows to or past your knees. Return to the starting position, with your shoulder blades touching the surface. That will constitute one repetition. If you arch your back, lift your buttocks from the mat, move your fingertips forward of your ears, fail to touch the knees, stop to rest in the down position, or fail to touch your shoulders to the mat, you will receive a warning. For any subsequent violation, the repetition will not count. You will have one minute to complete the required number of sit ups. Your monitor will confirm the number you are required to do before you begin. We will announce 45, 30, 15 seconds and count out the last ten seconds.

Push-Up Protocol

This test will begin with you assuming the front-leaning rest position by placing your hands on the surface just outside a straight line down from the shoulders. The back, buttocks, and legs must be in a generally straight line from the head to the heels. The feet may be together or up to twelve inches apart. Females may rest your knees on the mat with your legs crossed. When you hear “go,” lower your body by bending your elbows until your chest touches the 3” rolled towel. Return to the starting position by soft-locking your elbows. This constitutes one repetition. You may rest in the up position. If you do not keep your body relatively straight, arch your back, or fail to lock out your elbows, you will receive a warning. For any subsequent violation, the repetition will not count. Your monitor will confirm the number you are required to do before you begin. We will announce 45, 30, 15 seconds and count out the last ten seconds.

1.5 Mile Run Protocol

Candidates will line up behind the starting line. 1.5 miles will consist of 7 $\frac{3}{4}$ laps around the mezzanine level of the Casper Events Center. At the command “go” start running. Your goal is to complete the 1.5 miles as fast a time as you can. As you complete each lap, spotters will announce your time and number of laps you have completed. You may run alongside another runner for help with the pace, but you may not physically assist or be assisted by another runner. After the run, do not sit down or stand still but walk slowly around the outside of the course for one lap. Others could still be running, so be careful to avoid interfering with their progress by staying to the outside of the concourse.

Visit www.wleacademy.com to view videos of the sit-up and pushup demonstrations.

CITY OF CASPER POLICE DEPARTMENT EMPLOYMENT REQUIREMENTS

IT IS YOUR RESPONSIBILITY TO READ AND UNDERSTAND ALL THE BELOW REQUIREMENTS. THESE REQUIREMENTS ARE ABSOLUTE AND WAIVERS WILL NOT BE GRANTED.

1. Minimum age at time of hire -21 years
2. Citizen of the United States
3. High School graduate or GED certificate of equivalence
4. Must be legally qualified to possess and purchase a firearm. (No felony convictions, no convictions of any misdemeanor crime of domestic violence, not subject to any court ordered restraining order prohibiting harassing, stalking or threatening another, etc.)
5. Have a valid driver's license and be insurable to operate a City vehicle
6. No applicant for employment will be considered by this agency when the applicant has a history of extensive illicit drug use, or any history of delivery or transportation of a controlled substance for profit, or is a "current" user of illicit drugs. "Current" use is any use of marijuana or the abuse of prescription drugs occurring within the PAST THREE (3) Years. Or the use of any other illicit drug (cocaine, methamphetamine, LSD, etc.) within the PAST FIVE (5) YEARS. Any illicit drug involvement is subject to review to determine suitability of employment.
7. Proof at any time of bad character, felony conviction, criminal activity, or any other undesirable habits of any applicant, or any false statements or omissions made by him/her in the application or in the examination, shall be deemed sufficient cause to exclude an applicant from examination or for the removal from an eligibility list.
8. Applicant must pass the following exams, interviews and background checks:
 - A. Wyoming Law Enforcement Academy (WLEA) Required Physical Fitness Training Entry Test
 - B. Written Test
 - C. Oral Interview
 - D. Certification from the Civil Service Commission
 - E. Integrity Interview/Background Investigation
 - F. Conditional Offer of Employment Phase
 - i. Interview with Chief of Police
 - ii. Drug Screen
 - iii. Medical Exam
 - iv. Polygraph
 - v. Psychological exam
 - vi. NOTE: If an applicant decides not to accept the employment with the Police Department, he/she will be responsible for the physician's bill as well any exams associated with the physical or psychological exam, to include the blood screen, drug screen, audiogram, vision exam and x-rays.

Employment Suitability

The following are grounds for disqualification for employment with the Casper Police Department and Will Be Checked By Polygraph:

- Any intentional misrepresentation or omission of information on any of the required paperwork or during the interview process,
- Commission of any crime classified as a felony, whether convicted or undetected.

- Conviction of any crimes of domestic violence.
- No applicant for employment will be considered by this agency when the applicant has a history of extensive illicit drug use, or any history of delivery or transportation of a controlled substance for profit, or is a “current” user of illicit drugs. “Current” use is any use of marijuana or the abuse of prescription drugs that has occurred within the PAST THREE (3) YEARS,” or the use of any other illicit drug (cocaine, methamphetamine, LSD, etc.) within the PAST FIVE (5) YEARS. Any illicit drug involvement is subject to review to determine suitability for employment.

The following will also be checked by a polygraph examination and evaluated on a case by case basis to determine suitability for employment with the Casper Police Department:

- Theft from prior employers;
- All drug usage;
- Involvement in any undetected crimes;
- Involvement in the abuse of law enforcement powers;
- Theft of money or anything of value from a prisoner;
- Involvement in anything that could be used for extortion or blackmail;
- Involvement in the falsification of records;
- Undue bias or prejudice based on sex, race, religion, creed, national origin, age, or disability;
- Some other specific areas covered are providing false information regarding military record, driving record, gambling habits, alcohol use, and disciplinary actions.
- Any conduct or activity reflecting upon the good moral character of the applicant.

If you have any questions or concerns please contact Sgt. Ben Mattila.